

Public reporting burden for this collection of information is estimated at an average of 30 hours for each student and 15 hours for each project director, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, D.C. 20202-4651; and to the Office of Management and Budget, Paperwork Reduction Project 1840-0005, Washington, D.C. 20503.

Instructions for Institution's Contact Person

Responsibilities of the Institution's Contact Person

The contact person at the applying college or university is responsible for:

- (a) Distributing individual application packets to eligible students.
- (b) Accepting and screening individual applications in accordance with the institution's own technical and academic criteria and the program's eligibility requirements.
- (c) Transmitting in a single submission, all recommended individual Doctoral Dissertation Research Abroad applications with two copies of the *Application for Federal Education Assistance* (Standard Form 424), one copy of the *Assurances -- Non-Construction Programs* (ED Form 424B) and one copy of the *Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements* to the U.S. Department of Education Application Control Center, Washington D.C. 20202 in accordance with the guidelines published in the notice inviting applications for new awards and contained in the mailing instructions.
- (d) Announcing the preliminary results of the competition to individual applicants (i.e., candidate status, alternate status, non-selection). An executed copy of the Grant Agreement between the U.S. Department of Education (ED) and the higher education institution listing fellowship holders and award benefits will constitute the official announcement of the award. The announcement will be made on or about June 30.
- (e) Administering the grant and disbursing funds.

Supplemental Instructions for the Application for Federal Education Assistance (Standard Form 424)

Two copies of this form are used by the institution of higher education to transmit all individual Doctoral Dissertation Research Abroad applications in a single submission.

The instructions for the items given below are to be used in lieu of or along with the general instructions contained in this application packet.

Item 1. State name of college or university and complete mailing address.

Item 2. Provide the institution's Data Universal Numbering System (D-U-N-S) number. You can obtain your D-U-N-S number at no charge by calling 1-800-333-0505 or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL: <http://www.dnb.com/dbis/aboutdb/intlduns.htm>.

Item 3. Preprinted

Item 4. The contact person should be the higher education institution's representative who will be responsible for the daily administration of the program while the researcher is overseas. State mailing address, telephone number and email address of the contact person.

Item 8. Preprinted

Item 9. Preprinted

Item 10. Not applicable

Item 12. Preprinted

Item 13 (a)(g). The estimated funding equals the sum of the total amounts requested by each individual applicant..

Item 13 (b)(c)(d)(e)(f). Preprinted

Item 15. List names of individual applicants, their country or countries of research and the amount of each fellowship. The sum of the individual amounts equals Items 13(a) and 15(g).

Assurances -- Non-Construction Programs (SF 424B)

One copy of this form must be completed by the authorized representative of the college or university and accompany Standard Form 424.

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (ED Form 80-0013)

One copy of this form must be completed by the authorized representative of the college or university and accompany Standard Form 424.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions (ED Form 80-0014)

One copy of this form must be signed and dated by each individual listed on Item 15 of Standard Form 424 and retained in the files of the institutional contact person.

Disclosure of Lobbying Activities (SF-LLL)

One copy of this form must be completed by the authorized representative of the college or university and accompany Standard Form 424, if applicable.

Application Transmittal Instructions

An application for an award must be mailed or hand delivered by the closing date.

Applications Delivered by Mail

An application sent by mail must be addressed to:

U.S. Department of Education
Application Control Center
Attention: CFDA Number 84.022
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4725

An Application must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service Postmark
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the U.S. Secretary of Education.

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

An applicant is encouraged to use registered or at least first class mail.

Each late applicant will be notified that its application will not be considered.

Applications delivered by Hand/Courier Service

An application that is hand delivered must be taken to:

U.S. Department of Education
Application Control Center
Room 3633
Regional Office Building 3
7th & D Streets, S.W.
Washington, D.C. 20202-4725

The Application Control Center will accept deliveries between 8:00 a.m. and 4:30 p.m. (Washington, D.C.) daily, except Saturdays, Sundays and Federal holidays.

Individuals delivering applications must use the D Street entrance. Proper identification is necessary to enter the building.

In order for an application sent through a Courier Service to be considered timely, the Courier Service must be in receipt of the application on or before the closing date.

PLEASE COMPLETE THIS ITEM AND ATTACH IT TO THE COMPLETED SF-424

ITEM 15

Names of Individual Applicants

Country(ies) of Research

Amounts Requested

IMPORTANT NOTICE TO PROSPECTIVE PARTICIPANTS IN U.S. DEPARTMENT OF EDUCATION CONTRACT AND GRANT PROGRAMS

GRANTS

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds.

Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste.

For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that

**Failure to meet a deadline will mean that an applicant will be rejected
without any consideration whatever.**

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. A one-year subscription to the Register may be obtained by sending \$340.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402-9371. (Send check or money order only, no cash or stamps.)

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education
Application Control Center
Washington, D.C. 20202-4725

CONTRACTS

Competitive procurement actions undertaken by the ED are governed by the Federal Procurement Regulations and implementing ED Procurement Regulations.

Generally, prospective competitive procurement actions are synopsized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP).

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracting Specialist identified on the face page of the RFP.

Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal which is non-responsive to the RFP.

A subscription to the CBD is available for \$208.00 per year via second class mailing or \$261.00 per year via first class mailing. Information included in the Federal Acquisition Regulations is contained in Title 48, Code of Federal Regulations, Chapter 1 (\$49.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402-9371

In an effort to be certain this important information is widely disseminated, this notice is being included in all ED mail to the public. You may, therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you.

Institution Checklist

Please enclose the following items:

- ☐ SF-424 (original plus one copy)
- ☐ Item 15 on which you list each student applying, country of research and amount requested
- ☐ Assurances for Non-Construction Programs
- ☐ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters
- ☐ SF-LLL Disclosure of Lobbying Activities if applicable
- ☐ SF-LLLA if applicable
- ☐ Certifications Regarding - Lower Tier Covered Transactions - retain this in your institution files
- ☐ An original application plus two copies for each student
(if conducting research in more than one country, please submit an additional copy for each country of research)
- ☐ Postmarked by the Closing Date on the cover of the application

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1840-0005**. The time required to complete this information collection is estimated to average **30** hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** International Education and Graduate Programs Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5331.

Instructions for Students

Program Objective

Section 102(b)(6) of the Mutual Education and Cultural Exchange Act of 1961 (Fulbright-Hays Act) has as its objective the promotion, improvement, and development of modern foreign languages and area studies throughout the educational structure of the United States. To help accomplish this objective the Doctoral Dissertation Research Abroad program provides opportunities for scholars to conduct research overseas in the field of modern foreign languages and area studies.

For the purpose of these programs, area studies is defined as a program of comprehensive study of the aspects of a society or societies, including the study of their geography, history, culture, economy, politics, international relations, and languages.

Research overseas means research outside the United States, Puerto Rico, Guam, American Samoa, the American Virgin Islands. Research will not be funded in countries in which the United States has no diplomatic representation or which are specifically excluded in the Notice of Closing Date annually published in the *Federal Register*.

For a complete description of the programs, consult the US Department of Education Regulations 34 Code of Federal Regulations Parts 662.

Eligibility Requirements

To be eligible to receive a fellowship under the Doctoral Dissertation Research Abroad Program, a student must:

1. (a) Be a citizen of the United States; or
(b) Be a permanent resident of the United States;
2. Be a graduate student in good standing at an eligible institution of higher education and who, when the fellowship period begins, has been admitted to candidacy in a doctoral degree program in modern foreign languages and area studies at that institution;
3. Plan a teaching career in the United States upon graduation; and
4. Possess adequate skills in the foreign language(s) necessary to carry out the dissertation research project.

Instructions for Fulbright-Hays Training Grants Application Form

In order that each individual applicant be properly evaluated in accordance with the published procedures, eligibility requirements, and evaluation criteria, it is recommended that this specific application package be completed by each individual scholar applying for the Fulbright-Hays fellowship.

Items 1: self-explanatory

Item 2: Provide your Social Security Number (SSN). In accordance with the Privacy Act of 1974 (Pub L 93-579, 5 U.S.C 552a), you are hereby notified that the Department is authorized to collect information to implement the Fulbright-Hays Doctoral Dissertation Research Abroad (DDRA) Program under Section 102(b)(6) of the Mutual Educational and Cultural Exchange Act of 1961. In accordance with this authority, the office receives and maintains personal information on applicants for the Fulbright-Hays Program. The principal purpose for collecting this information is to administer the program, including the use of the information by program staff and field readers to determine eligibility and suitability for participation in the DDRA Program. The information you supply may be disclosed to third parties that the Department has authorized to assist in administering this program. The Department may make the following disclosures to persons or institutions outside the Department, provided the disclosure is consistent with the purpose for which the information was collected. Disclosures may include US Embassies, binational commissions, and the J. William Fulbright Foreign Scholarship Board. Furnishing all requested information will facilitate the application evaluation process; and the effects of not providing all or any part of the requested information may delay the process or result in an unfavorable decision. Disclosure of your SSN is voluntary; failure to disclose such number will not result in the denial of any right, benefit or privilege to which you may be entitled. However, without it, the Department may not be able to identify records pertaining to applicants. The collection of the SSN will only be used to the extent that is necessary to track the progress of participants for the program purposes of DDRA Program.

Items 3-4: self-explanatory

Item 5: Enter the name of the institution through which you are applying. A faculty member planning to conduct dissertation research must apply to the Doctoral Dissertation Research Abroad Program through the university in which he or she is enrolled in a doctoral program.

Items 6-8: self-explanatory

Item 9: Indicate all the foreign languages to be used in your research during the fellowship period and submit a completed *Fulbright-Hays Foreign Language Reference Form* for each foreign language listed.

Item 10: Indicate the start and end dates for conducting your research under the fellowship. Activation of the award may be as early as July 1 for students, provided: a US/ED Grant Award Notification has been executed, travel has been approved, and the appropriate research clearances and research visas have been secured by the individual scholar. All research and travel must be completed by December 31 of the year following the year in which the grant is made.

Graduate students may receive fellowships for a period of 6 to 12 months for full time doctoral dissertation research abroad. Fellowships are not renewable.

Item 11: Applicants to the Doctoral Dissertation Research Abroad Program indicate the date on which you were or will be advanced to candidacy for a doctoral degree. An applicant must be advanced to candidacy by the time his or her overseas research begins but not at the time of his or her application.

Item 12: self-explanatory

Item 13: If resident alien, provide Alien Registration Number, country of birth, and previous citizenship. Please refer to the program's citizenship requirements previously cited in the section dealing with eligibility.

Item 14: self-explanatory

Item 15: Note that only doctoral candidates planning a teaching career are eligible to apply. Student applicants who have received support for more than 6 months under the Doctoral Dissertation Research Abroad programs are not eligible to re-apply.

Item 16: self-explanatory

Item 17: Provide an abstract of no more than 120 words describing your proposed research including a summary of the research to be conducted as well as institutional and individual affiliations.

Item 18: self-explanatory

Item 19: Indicate previous relevant foreign travel, precise period of stay and purpose (e.g., participation in an overseas language program) and specify all previous travel to the proposed host countries listed in item 8.

Items 20-21: Indicate whether you are in default on any US Department of Education Student Financial Assistance loan, US Department of Education grant or any other Federal loan.

Item 22: Indicate all previously held fellowships.

Item 23: Indicate current applications for other fellowships.

Item 24: The signature of the physician or certified nurse practitioner must be on this form. Do not send a separate medical evaluation.

Item 25a: List, in complete detail, starting with the airport closest to your address, all points of travel related to your proposed project departure from and return to the United States (e.g., Philadelphia, PA - London, UK - Johannesburg, SA - London, UK - Philadelphia, PA). The itinerary should not exceed a 12-month period and must include all countries for which a maintenance allowance is requested.

All international travel estimates should be based on commercial high season rates for jet economy travel on U.S. flag carriers. If approved in advance, international travel by automobile, train, or ship may be authorized in certain cases. The cost of travel by surface carrier may not exceed the cost of jet economy travel via the most direct route for the itinerary listed in the Grant Agreement. Travel by sea also must be on a U.S. flag carrier.

You will not be authorized to travel on grant funds until you have secured the appropriate "research" visas, research permission, and, if necessary, the appropriate affiliation with a host country institution. All travel must comply with the Fly America Act and be approved in writing by the Education Program Staff, US/ED.

No support for dependents' travel is provided.

Item 25b: Compute the maintenance stipend for all countries of research utilizing **Fulbright-Hays Maintenance Allowances** in the back of the application package. Allowances from other than personal sources (e.g. fellowships) which duplicate benefits received under this program will be deducted from the fellowship. Adjustments will also be made in cases where the host country assumes all or part of a fellow's maintenance costs (e.g. students jointly sponsored by the U.S. Department of Education and IREX will receive prorated allowances. Refer to the Fulbright-Hays Maintenance Allowances).

Item 25c: A dependent means any of the following individuals who will accompany you to your research site and for whom you will be providing over 50 percent support during the entire overseas research period:

- a. spouse of program participant;
- b. children unmarried and under 21 years of age;

Compute the dependents' allowance by referring to the appropriate section in **Fulbright-Hays Maintenance Allowances**.

Item 25d: Compute and justify in detail your needs for this allowance which may include expenses such as books, copying, informants, tutoring, translating and interpreting fees, tapes, film, travel within host countries, tuition and affiliation fees, etc.

This allowance does not cover any tuition or fees that might be required by the American grantee institution, expenses of passports including photographs or medical expenses such as malaria pills or vaccinations.

Item 25e: The Department of Education will include sufficient funds to enable an institution to purchase basic health and accident insurance for each student fellowship recipient only. The university may use its discretion whether to use

a university-contracted carrier or a student-contracted carrier. Compute the amount requested utilizing group rates of university-contracted carriers for coverage overseas.

Item 25f: Fixed \$100 administrative fee paid to institution.

Item 25g: Indicate sum of 25a through 25f.

Item 26: An application will not be considered unless dated and signed by the individual applicant.

Item 27: An application will not be considered unless dated and signed by the individual's dissertation advisor.

Item 28: The curriculum vitae ought to be brief and address those previously cited evaluation criteria focused on the qualifications of the individual applicant. You may wish to list relevant course work dealing with your language and area studies specialization; indicate fellowships and honors received; describe your publications record and any other items which, in your opinion, give a panel of scholars a comprehensive view of your past achievements, ability to successfully complete the particular research described in this proposal, and overall promise as a teacher and/or research scholar. You may use this page as a cover sheet for your own professional c.v.

Item 29: This page ought to be used as the title page of your project description. It must be signed by your dissertation advisor if you are an applicant to the Doctoral Dissertation Research Abroad program. The project description must be limited to 2500 words (i.e., 10 double-spaced pages using size 12 font with one inch margins).

You should develop your 10 page, double-spaced project description taking into account the evaluation criteria provided in the sample Technical Review Form. Given the fact that, in addition to language and area studies scholars, non-specialists are included in the evaluation process and that host country officials will review your application and ultimately decide whether research permission is granted, you may also wish to consider the following factors when developing your project description:

- a. Host country sensitivities and interests.
- b. The use of English which can readily be understood by well-educated non-specialists.

Awards are not made to applicants planning to conduct research on topics which are determined to be politically sensitive by the host country or unfeasible. It should also be noted that the U.S. Department of Education will not submit to the host country any "dummy" proposal (i.e., proposals which do not accurately reflect the research purpose in the hope of avoiding difficulties with host country acceptance of the proposal).

Instructions for Fulbright-Hays Foreign Language Reference Form

The language reference form, which is required for the Doctoral Dissertation Research Abroad program, should be completed by a specialist in the language and returned to the contact person at the applying college or university. A completed reference for each language listed in item 9 of the *Fulbright-Hays Training Grants Application Form* must be submitted.

Instructions for Fulbright-Hays Graduate Student Reference Form

One of the three personal references must be obtained from the student's dissertation advisor. All completed references must be returned to the contact person at the applying college or university. Do not submit your references directly to US/ED as there is no guarantee any material submitted independently of the official university submission will be matched to your application.

Instructions for Assembly, Duplication and Transmission

A completed individual application packet to be forwarded by the contact person at the applying college/university should contain the items specified below and be assembled as follows:

1. The original copies of the following forms stapled in the order stated below:
 - (a) *Fulbright-Hays Training Grants Application Form* including c.v. and project description.
 - (b) One *Fulbright-Hays Foreign Language Reference Form* for each language needed to conduct the research outlined.
 - (c) Three *Fulbright-Hays Graduate Student Reference Forms*.
 - (d) Graduate Transcripts.
2. Two duplicate copies of the items specified above for the J. William Fulbright Foreign Scholarship Board.
3. In order to facilitate processing, the applicant is requested to provide voluntarily one additional copy for each host country in which the applicant plans to conduct research.

A complete institutional application to the Doctoral Dissertation Research Abroad Program is the sum of all completed individual application packets transmitted with two copies of the Application for Federal Education Assistance (Standard Form 424), one copy of the *Assurances -- Non-Construction Programs* (Standard Form 424B); *Certification Regarding Lobbying*; *Debarment, Suspension and Other Responsibility Matters*; *Drug-Free Workplace Requirements*; and *Disclosure of Lobbying Activities* (if applicable) to the U.S. Department of Education Application Control Center, Washington D.C. 20202 in accordance with the guidelines published in the notice inviting applications for new awards. Failure to meet the deadline published in the *Federal Register* will mean rejection of the application without consideration. There is no appeal of this requirement.

US Department of Education
Fulbright-Hays Doctoral Dissertation Research Abroad Program

1. Last Name, First, Middle		2. Social Security Number	
3a. Date of Birth	3b. Country of Birth	4. Gender <input type="checkbox"/> M <input type="checkbox"/> F	
5. Name of US Institution of Higher Education		6. Major Academic Discipline	
7. Language and Area Studies Specialization - Check One Area Only <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Africa • AF</div> <div style="width: 50%;"><input type="checkbox"/> Near East • NE</div> <div style="width: 50%;"><input type="checkbox"/> Western Hemisphere • AR</div> <div style="width: 50%;"><input type="checkbox"/> South Asia • SA</div> <div style="width: 50%;"><input type="checkbox"/> Central/Eastern Europe and Eurasia • CEE</div> <div style="width: 50%;"><input type="checkbox"/> Southeast Asia • SEA</div> <div style="width: 50%;"><input type="checkbox"/> East Asia • EA</div> <div style="width: 50%;"><input checked="" type="checkbox"/> N/A Western Europe • WE (Closing Date Notice)</div> </div>			
8. Country(ies) of Research		9. Language(s) of Research	
10. Dates of Proposed Research		11. Tentative Date Advanced to Candidacy	
12. Current Address, Phone & E-Mail		13. Citizenship <input type="checkbox"/> United States <input type="checkbox"/> Resident Alien Alien Registration No. _____	
14. Veteran's Status <input type="checkbox"/> Yes <input type="checkbox"/> No		15. Career Goal <input type="checkbox"/> Teaching <input type="checkbox"/> Other	
16. Proposed Dissertation Title			
17. Dissertation Abstract (no more than 120 words)			

18. Name(s) of Accompanying Dependent(s)		Relationship	Age
19. Previous Overseas Travel			
20. Grant Refunds Due		Yes <input type="checkbox"/>	21. Default on Loans
No <input type="checkbox"/>		No <input type="checkbox"/>	
22. Previously Awarded Fellowships			
<input type="checkbox"/> Group Projects Abroad (GPA)		<input type="checkbox"/> Title VI FLAS	
<input type="checkbox"/> Jacob Javits		<input type="checkbox"/> USIA / IIE Fulbright	
<input type="checkbox"/> Other (please specify) _____			
23. Current Application for Other Fellowships			
<input type="checkbox"/> Group Projects Abroad (GPA)		<input type="checkbox"/> Social Science Research Council (SSRC)	
<input type="checkbox"/> Int'l Research and Exchanges Board (IREX)		<input type="checkbox"/> Title VI FLAS	
<input type="checkbox"/> Jacob Javits		<input type="checkbox"/> USIA / IIE Fulbright	
<input type="checkbox"/> National Security Education Program (NSEP)		<input type="checkbox"/> Other (please specify) _____	
24. Certification			
<i>The candidate named in this application is physically and psychologically able to carry out all phases of the project as described in this proposal.</i>			
Name of Physician or Certified Nurse Practitioner		Address	Telephone No.
Signature		Date	
For Official US/ED Use Only - do not write in the section below			

25. Budget Request				
a. International Travel and Baggage				\$
Jet travel for the itinerary:				
b. Maintenance Allowance				\$
<u>City and Country</u>	<u>No. of Months</u>	<u>Monthly Rate</u>	<u>Subtotal</u>	
c. Dependent(s) Allowance				\$
<u>1st Dependent</u>	<u>No. of Months</u>	<u>Monthly Rate</u>	<u>Subtotal</u>	
<u>Additional Dependents</u>	<u>No. of Months</u>	<u>Monthly Rate</u>	<u>Subtotal</u>	
d. Project Allowance				\$
e. Health and Accident Insurance (for fellow only)				\$
f. Administrative Fee to US Applicant Institution				\$ 100
g. Total				\$
26. Student Certification				
<i>I certify that all information provided on this form is correct to the best of my knowledge.</i>				
Signature of Applicant				Date
27. Advisor Review				
<i>I have reviewed the student's proposal.</i>				
Name of Dissertation Advisor				Date
Signature of Dissertation Advisor				

28. Curriculum Vitae

29. TITLE PAGE

Typed Essay May Not Exceed Ten Double-Spaced Pages of Size 12 Font with One Inch Margins

Title:

Dissertation Advisor's Name:

Dissertation Advisor's Signature:

FULBRIGHT-HAYS FOREIGN LANGUAGE REFERENCE FORM
U.S. DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20202-5331

Name of Individual Applicant	Name of Institution
Countries of Research	Language
Proposed Project or Dissertation Title	

To be completed by a college/university language teacher and sent to the contact person at the applicant's college or university. Under Section 552a(d) of the Privacy Act, the content of this form is subject to review by the applicant and others accompanying him or her, upon request.

Speaking and Listening (check one)

- ☐ Unable to function in the spoken language
- ☐ Able to satisfy basic survival needs and maintain very simple conversation on familiar topics
- ☐ Able to satisfy routine social demands and limited work requirements
- ☐ Able to participate effectively in most formal and informal conversations on practical and social topics and on professional topics in restricted contexts
- ☐ Able to use the language fluently and accurately on all levels pertinent to professional needs
- ☐ Use of the language is functionally equivalent to a well-educated native speaker

Reading (check one)

- ☐ No practical ability to read the language
- ☐ Sufficient comprehension to read very simple connected written material in a form equivalent to usual printing or typescript
- ☐ Sufficient comprehension to read simple, authentic texts on subjects within a familiar context
- ☐ Able to read within a normal range of speed and with almost complete comprehension a variety of authentic prose material on unfamiliar subjects, as well as technical material
- ☐ Able to read fluently and accurately all styles and forms of the language pertinent to professional needs, including all materials in one's special field
- ☐ Reading proficiency is functionally equivalent to a well-educated native speaker

Writing (check one)

- ☐ No functional ability in writing
- ☐ Sufficient control of the writing system to meet limited demands
- ☐ Sufficient control of the writing system to meet most survival needs and limited social demands
- ☐ Ability to write with some precision and in some detail about most common topics
- ☐ Able to use the language effectively in most formal and informal written exchanges on practical, social, and professional topics
- ☐ Writing proficiency is equal to that of a well-educated native speaker

Please indicate briefly how your evaluation was determined (e.g. two years of coursework, a test, etc.).

Name	Position or Title	University
Signature		Date

FULBRIGHT-HAYS GRADUATE STUDENT REFERENCE FORM
U.S. Department of Education
WASHINGTON, D.C. 20202-5331

Name of Individual Applicant	Name of Institution
Countries of Research	Language(s)
Proposed Project or Dissertation Title	

To be completed by referee and sent to the contact person at the applicant's college or university. Under Section 552a(d) of the Privacy Act, the content of this form is subject to review by the applicant and others accompanying him or her, upon request.

In completing this form, please keep in mind that the applicant for a Fulbright-Hays fellowship may be considered by host country citizens as representing his or her academic community and that his or her university, future U.S. scholars, and his or her country may be judged by the applicant's actions and statements. Consequently, personal suitability, as well as academic excellence, is an important criterion to be considered.

1. **How long and in what capacity have you known the applicant?**
2. **Please indicate the applicant's ability and professional competence in comparison with other individuals whom you have known at similar stages in their careers:**

	Below Average (lowest 40%)	Average (mid 20%)	Above Average (next 15%)	Very Good (next 10%)	Out- standing (next 10%)	Excep- tional (highest 5%)	Inadequate opportunity to observe
A. General knowledge							
B. Knowledge in chosen field							
C. Motivation and seriousness of purpose							
D. Ability to plan and carry out research							
E. Ability to express thoughts in speech and writing							
F. Ability to withstand stress							
G. Self-reliance and independence							
H. Ability to make sound judgments							
I. Potential for future growth in chosen field							
J. Ability to communicate with people							
K. Impression to be made abroad							

3. **On an extra 8-1/2" X 11" sheet, please comment specifically on the feasibility of the applicant's project in terms of resources available abroad, ability of the applicant to carry out the project in the allotted time, linguistic preparation for the proposed plan, the candidate's ability to adapt to a different cultural environment, and any other factors which you believe may have a bearing on the candidate's successful experience overseas. Also indicate your opinion as to the merit or validity of the project itself.**

Name	Position or Title	University
Signature		Date

FULBRIGHT-HAYS GRADUATE STUDENT REFERENCE FORM
U.S. DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20202-5331

Name of Individual Applicant	Name of Institution
Countries of Research	Language(s)

Proposed Project or Dissertation Title
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To be completed by referee and sent to the contact person at the applicant's college or university. Under Section 552a(d) of the Privacy Act, the content of this form is subject to review by the applicant and others accompanying him or her, upon request.

In completing this form, please keep in mind that the applicant for a Fulbright-Hays fellowship may be considered by host country citizens as representing his or her academic community and that his or her university, future U.S. scholars, and his or her country may be judged by the applicant's actions and statements. Consequently, personal suitability, as well as academic excellence, is an important criterion to be considered.

1. **How long and in what capacity have you known the applicant?**
2. **Please indicate the applicant's ability and professional competence in comparison with other individuals whom you have known at similar stages in their careers:**

	Below Average (lowest 40%)	Average (mid 20%)	Above Average (next 15%)	Very Good (next 10%)	Out- standing (next 10%)	Excep- tional (highest 5%)	Inadequate opportunity to observe
A. General knowledge							
B. Knowledge in chosen field							
C. Motivation and seriousness of purpose							
D. Ability to plan and carry out research							
E. Ability to express thoughts in speech and writing							
F. Ability to withstand stress							
G. Self-reliance and independence							
H. Ability to make sound judgments							
I. Potential for future growth in chosen field							
J. Ability to communicate with people							
K. Impression to be made abroad							

3. **On an extra 8-1/2" X 11" sheet, please comment specifically on the feasibility of the applicant's project in terms of resources available abroad, ability of the applicant to carry out the project in the allotted time, linguistic preparation for the proposed plan, the candidate's ability to adapt to a different cultural environment, and any other factors which you believe may have a bearing on the candidate's successful experience overseas. Also indicate your opinion as to the merit or validity of the project itself.**

Name	Position or Title	University
Signature		Date

FULBRIGHT-HAYS GRADUATE STUDENT REFERENCE FORM
U.S. DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20202-5331

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Student Checklist

- ☐ Fully completed Application Form including doctor's, student's and advisor's signatures
- ☐ 10 page narrative
(8 1/2 x 11 paper with one inch top, bottom and side margins with no smaller than size 12 font)
- ☐ 3 Graduate Student References returned to your university contact
NOTE: DO NOT submit References directly to US/ED
- ☐ 1 Language Reference for each language of research
NOTE: DO NOT submit References directly to US/ED
- ☐ Graduate School Transcripts (an official set plus required copies)
- ☐ Submit to your university contact your original application plus 2 copies
(if conducting research in more than one country, please submit an additional copy for each country of research)